

Delegation of Disbursing Authority: Frequently Asked Questions

1. Who are the participants on the form?
 - a. Finance Officer, Superintendent and Reviewer (optional). The reviewer receives a copy of the form and is not required for signature.

PowerForm Signer Information

Please enter your name and email to begin the signing process.

Your Role:

Finance Officer *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Reviewer


Name:

Email:

Role:

Superintendent

Name:



Reviewer will receive an email and copy of the form at the same time as the Superintendent. Reviewer can manage the signing process. ex: Executive Assistant to the Superintendent

2. Why am I receiving emails from Wendy Francis via DocuSign?

You will receive two emails from Wendy Francis via DocuSign. One email will provide an access code to be entered into a subsequent email which begins the signing process. Access codes are different each time the signing process is initiated.

Email Validation Code

From: Sent on behalf of DocuSign

Hello Finance Officer- TEST,

You recently started signing a document that required email validation.

The Email Validation Code for the document called 'Delegation of Disbursing Authority - Local Education Authorities' appears below. Please type or copy this code and paste it into your browser to continue your signing process.

a7f6f0a5

Enter as code in email

If you have closed the browser session that generated this email validation code, you may continue your signing process by clicking below. Signing will not be complete until you have reviewed the document and you have confirmed your signature.

If you did not start signing documents from Wendy Francis today, you should immediately notify us.

Resume Signing

Please enter the access code to view the document

From:  **Wendy Francis**
Office of State Controller State of North Carolina - 2

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

Validate

I never received an access code

Remember to validate the access code.

3. What are the red boxes in the form?

Required fields are designated by a red box. Type the required information in the field. The form will not process without data in the required field.

DocuSign Envelope ID: A143217B-E76E-4835-A6D6-BB23B20E2A06

**State of North Carolina
Office of the State Controller
Delegation of Disbursing Authority – Local Education Authorities (LEA)**

Consistent with General Statute §143B-426.40G, the North Carolina Office of the State Controller (OSC) delegates the authority to make disbursements through a disbursing account of the State Treasurer to (LEA) the following terms and conditions:

Enter name of Local Educational Authority

1. The LEA shall exclusively use disbursing account(s) assigned by the State Treasurer to make

4. Will the form indicate where to sign?

Yes – The “Sign Here” indicator will direct you where to sign.

(Superintendent)

(Date)



(Finance Officer)

9/5/2014 | 14:06 PM ET

(Date)

The above named LEA is herewith granted disbursing authority in accordance with the terms and conditions set forth in this document. The term of this delegation shall be from the date below and shall continue until notice in writing to the Superintendent from the State Controller that the delegation to disburse funds through a disbursing account is revoked or any of the signatories to this document no longer serves in his/her current capacity.

(State Controller)

(Date)

After choosing an electronic signature, a confirm signing indicator will appear on the left hand side of the document. Confirm, and your part of the signature process is complete. A completed copy of the signed document is available for download and review. The form will continue the process to the next person.

The screenshot shows a document signing interface. On the left, a yellow button labeled "Confirm Signing" has a red arrow pointing to it. A modal dialog box is open in the center with the title "All required fields complete." and a close button (X) in the top right corner. The dialog contains the text: "You will have an opportunity to save your copy on the next screen." and "Click 'Confirm Signing' when you are ready." Below the dialog, a signature field is visible with the text "Finance Officer- TEST" and a red arrow pointing to it. To the right of the signature field, there is a date field labeled "(Date)" with the value "9/5/2014 | 14:08 PM ET" and another red arrow pointing to it.

5. Will I receive a copy of the form?

Yes, upon completion of all signatures, an email is sent to all participants on the form documenting the completed process. The form can be accessed at this time and you are able to save or print the form.

6. Who can I contact with questions?

Office of State Controller Support Services Center at 919-707-0795 or osc.support.services@osc.nc.gov.